

COOK COUNTY BOARD OF REVIEW



ADMINISTRATIVE ASSISTANT V

Department:	Board of Review	Job Code:	0051
Grade:	20	FLSA Status:	Exempt
Position I.D. No.:	0152271	Posting Salary:	\$70,131 Annually

Job Summary

The Administrative Assistant V is responsible for providing complex administrative support to the Secretary of the Board's office. Prepares confidential memoranda and materials pertinent to meetings with the Cook County Board of Review leadership team and Commissioners. The dynamic nature of this role requires that the ideal candidate have exemplary time management skills, the ability to identify and anticipate needs, and the initiative to solve problems independently. The role must interact seamlessly and with a professional demeanor across a broad range of individuals, including elected officials and Cook County Bureau Heads. Ability to thrive in a fast-paced, deadline-driven environment while maintaining composure under pressure. To perform this job successfully, the individual is expected to handle highly sensitive and confidential financial, legal, personnel, and institutional information while exercising professionalism and discretion.

Essential Job Duties/Key Qualifications

- Schedule departmental meetings; assist in the preparation and distribution of meeting agendas and materials.
- Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries.
- Compose and prepare letters relating to routine correspondence for the Secretary's signature.
- Handle printing, scanning mail/overnight packages, copying, filing, and maintain e-mail and other address directories.
- Ensure accurate and up-to-date records for all employees, including personal information, performance documents, etc.
- Manage sensitive information with discretion and adhere to data protection regulations.
- Assist with talent acquisition administrative tasks such as scheduling interviews, managing candidate communication, maintaining recruitment records, and other HR tasks as needed.
- Complete a variety of special projects, including creating PowerPoint presentations, financial spreadsheets, and special reports.
- Maintain paper and electronic filing systems.
- Routinely perform a wide variety of general administrative duties.
- Strong communication skills to interact with colleagues, managers, and clients, both verbally and in writing. This includes drafting emails, answering phone calls, and being the point of contact for the office.
- Excellent organizational and time-management skills to manage multiple tasks, deadlines, and priorities effectively and efficiently.

- Ability to display a high level of integrity and professionalism in dealing with people at all levels is imperative.
- Attention to detail and problem-solving skills to identify and correct errors and inconsistencies in documents, reports, and correspondence.
- Proficiency in using MS Office Suite, Google Workspace (Docs, Sheets, Slides), and Email Platforms (Outlook, Gmail), as well as other administrative tools.

The duties listed are not set forth for the purpose of limiting the assignment of work. They are not construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Education & Experience

- Possession of a Bachelor's degree from an accredited college or university.
- Minimum of 4 years of experience working as an administrative assistant, or similar role supporting senior management or executives.

Physical Requirements

- Visual acuity to review and edit written communications for long periods of time.
- Walking between offices and buildings may be required.
- Repetitive use of hands to handle and/or operate standard office equipment.
- Regular use of a telephone to communicate.

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OPPORTUNITY EMPLOYER**